

Ghulam Mustafa

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Summary

I have over 6 years of experience out of which 5 years of experience in finance, compliance, administration and management in development industry. After starting career in development business, I spent approx. 2 years in public accountancy services including audit/compliance services, risk advisory, people advisory, nonprofit/Corporate law and taxation advisory. I am trained and have implemented multiple donor financial rules and regulations effectively for the past five years with clean audits. Different donors with whom I have worked over years are UNDP, UNICEF, SEF-IELP, RDF, Trocare, NRSP, TRDP, JICA.

A brief of my relevant experience is as follows:

- Administration of project operations, budget and financial management, grant and sub grants financial management, risk identification and management, compliance with contractual terms and overreaching regulations.
- Supply-chain management, including accounting software, security management, logistics management and government liaison; Recruitment, orientation and periodic performance evaluations of staff and mentoring; preparation of work plans, strategies, periodic donor reports; interacting and coordinating with various partners and donors;
- Trained management officials in finance, grants management and compliances;
- Managed funds in complex and evolving regulatory and compliance requirements, multi-donor portfolios and quick spending anticipation situations;
- Strong inter-personal communication, coordination, and representational skills, developed analytical monitoring and evaluation skills, solution-oriented, with ability to think 'out the box'.

Highlights

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|------------------------------------|-----------------------------------|
| • Financial Statement Analysis | • Effective Time Management |
| • Analytic Reasoning | • Excellent Managerial Techniques |
| • Strength in regulatory reporting | • Strong Organization Skills |
| • Accounting Reconciliation Expert | • Flexible Team Player |
| • Complex Problem Solving | • Superior Research Skills |

Education

BS-Sociology-2014

MBA Finance-2017

University of Sindh Jamshoro

Experience

Admin Finance Manager

October 2019 to August 2020

Institute of Rural Management (IRM) – Hyderabad



Projects: (Yes I Do, SEF-IELP, RDF, “AAP Accelerated Action Plan”)

- Prepare journal entries and reconciles general ledger and subsidiary accounts.
- Prepare and post day to day transactions in accounting software (QuickBooks).
- Assists to Regional Head in preparing the financial components of reports and or funding proposals for submission to donors.
- Prepare and submit Projects Payment Claim, Payment Reimbursement and Adjustment payments with Head Office.
- Secure financial information by completing database backups
- Filling Income tax, Sales Tax and Tax returns (Online and Manually)
- Prepare Pilot Project Budget Utilization Form & Controlling sheet with update transactions.
- Liaises with internal and external auditors and facilitates the timely completion and reporting of audited accounts
- Verifies, Reconciles Daily/ Monthly Bank Statements.

Finance Consultant

January-2018 to April-2020

Village Improvement Society & Welfare Association (VISWA) – Matiari & Noushehro Feroz



Project: UNDP funded Project Strengthening Electoral and Legislative Processes (SELP)

- Determines cost of operations by establishing standard costs; collecting operational data.
- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
- Reconciles transactions by comparing and correcting data.
- Maintains database by entering, verifying, and backing up data.
- Protects operations by keeping financial information confidential.

Admin Finance Manager

September 2018 to September-2019

Indus Resource Centre (IRC) – Jamshoro



Projects: (SEF-IELP Sindh Education Foundation, UNICEF Enhancement of Non Formal Education)

- Preparing Payroll of project staff, Office staff and other supporting staff on monthly basis.
- All the account transaction recorded project wise in Computerized accounting software.
- Manage all Project bank accounts and other bank related task including monthly bank reconciliation.
- Maintaining detailed records of vehicle servicing and inspection and scheduling regular vehicle maintenance to ensure operational efficiency, among other duties.
- Develop and generate daily, monthly, quarterly and year end processes and preparation of financial statements and related management reports.
- Procuring against project activities Assets or other transaction through Procurement Policy complete documentation.
- Coordination and management of daily cash/cross check transfers.
- Maintain general ledger accounts
- Analyze and review expenditures compared to budget.

Admin Logistic Officer

June 2018 to September 2018

Sindh Student Youth Development Organization (SSYDO) – Hyderabad



Project: SEF-IELP Sindh Education Foundation

- Track orders to ensure timely deliveries
- Prepare shipping documents (like invoices, purchase orders and bills of lading)
- Coordinate our supply chain procedures to maximize quality of delivery
- Schedule shifts for our drivers and warehouse staff
- Maintain updated records of orders, suppliers and customers
- Oversee the levels of our warehouse stock and place orders as needed

Admin Account Officer

December 2016 to Nov 2017



HAWA & JPL HDEC 50MW Wind power project-Jhampir, Thatta

- Administer proper coding and manage invoices and document all processes and systems. Monitor all account payable checks, prepare invoices for all and prepare updates on all accounts.
- Maintain files on all account receivables and update records as required. Manage monthly journals, update entries and maintain sub ledger for fixed assets.
- Prepare reports of payrolls on monthly and fortnightly basis.

- Monitor efficient working of HR staff and inform employees of insurance programs and employee benefits.
- Ensure efficient client services and provide support to administration staff.
- Maintain all files and invoices and prepare records of minutes of meeting.
- Monitor work of production manager and provide status on all business.

Admin Account Officer

January-2016 to November-2016



EEA ENGR: ADNAN ALI (Govt Contractor).

- Management of office equipment.
- Maintain all files and invoices and prepare records of minutes of meeting.
- Monitor work of production manager and provide status on all business.
- Prepare reports of payrolls on monthly and fortnightly basis.
- Maintaining a clean and enjoyable working environment.
- Handling external or internal communication or management systems.
- Managing clerical or other administrative staff.
- Organizing, arranging and coordinating meetings.
- Sorting and distributing incoming and outgoing post.

Certification

- 4 Months training in Computerized Financial Accounting at SZABIST
- Two days' workshop on introduction to accounting, book keeping & financial reporting.
- ASER Survey 2013 (Annual status of education report (ASER) Pakistan A national initiative for quality education)
- 3 days Training/Workshop on operation focused training on STRENGTHENING ELECTORAL AND LEGISLATIVE PROCESS (SELP) conducted by TDEA partners of UNDP.

Skills

Communication Skills, Problem Solving & Analytical Skills, Ambition & Motivation, Knowledge of Industry, Supervisory & Leadership Qualities, Education, Training and Professional Qualification, Quality of Experience, Technical Competence, Knowledge of IT and Accounting Software, Management Experiences.

References

Haresh Bhatiya- Head of Finance-Fast Rural Development Organization.

Nayyar Azam Soomro- Admin & Finance Assistant United Nations Development Program.

Ali Mehran Wafai- Internal Auditor Federal Board of Revenue, Islamabad.